

Sydney Miller

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JOB INFORMATION

Announcement Number: 743909900

Citizenship: U.S. Citizen

Veterans' Preference: N/A

EDUCATION

Grand Valley State University, Allendale, MI

Bachelor of Science in Political Science

Expected Graduation: May 2024

GPA: 3.68 /4.0

Relevant Coursework: The Policy Process, American Constitutional Law, U.S. Foreign Policy, Political Analysis, and International Law

EXPERIENCE

Volunteer

08/2023 – Present

Legal Assistance Center

Hours per week: 10

180 Ottawa Ave. NW Ste 5100, Grand Rapids, MI 49503

Pay: Unpaid

Supervisor: Katie Hughes, (616) 555-6000

Permission to contact: Yes

- Demonstrate excellent listening and communication skills when welcoming patrons, gathering information, and facilitating a clear understanding of legal needs
- Provide appropriate forms and assist patrons with completing paperwork
- Make referrals to legal and non-legal community resources to effectively meet patron needs
- Investigate pending cases using AccessKent
- Uphold strict standards of confidentiality and professionalism, respecting sensitive patron information

Parking Compliance Staff

08/2021 – 04/2022

GVSU Facilities Services

Hours per week: 13

11106 Service Dr., Allendale, MI 49401

Pay: \$10.60/hr.

Supervisor: Parker King, (616) 555-3311

Permission to contact: Yes

- Enforced University parking regulations on a large-scale campus by issuing warnings and violations to those out of compliance
- Directed vehicular traffic during peak times throughout the day and during select campus events
- Provided excellent customer service while managing pedestrian flow of traffic at crosswalks
- Interacted with visitors to provide directions, parking solutions, and other campus information

LEADERSHIP EXPERIENCE

Orientation Assistant

5/2023 – 7/2023

Grand Valley State University

Hours per week: 20

300 Student Services Building, 1 Campus Dr., Allendale, MI 49401

Pay: \$15.00/hr.

Supervisor: Andrew Banks, (616) 555-0123

Permission to contact: Yes

- Provided outstanding customer service while serving as a communication link between students, parents/supporters, and GVSU faculty and staff
- Led campus tours for prospective and incoming students and their families, contributing to a positive first impression of the University
- Assisted with orientation activities and ensured events ran smoothly for groups of up to 100 students

Summer Camp Counselor

5/2022 – 8/2022

Ikus Life Enrichment Services

Hours per week: 25

1859 Lake Michigan Dr. NW, Grand Rapids, MI 49534

Pay: \$12.50/hr.

Supervisor: Erin Andrews, (616) 555-5251

Permission to contact: Yes

- Provided 1:1 hands-on support and guidance to campers with disabilities resulting in increased self-confidence
- Facilitated weekly summer camp activities that fostered team building and encouraged exploration of new skills and interests
- Collaborated with a diverse team of counselors to coordinate programs, share resources, and develop engaging activities for campers
- Promptly addressed any conflicts, promoting a safe and inclusive environment

ON-CAMPUS ACTIVITIES

Volunteer

01/2022 – Present

Office of Civic Engagement GVSU, Allendale, MI

- Participate in several learning service opportunities including assisting with the American Red Cross Blood Drive, Beach Clean-Up Day, and decorating bags for Kids Food Basket

Student Mentor

12/2020 – 05/2022

Pals Student Organization GVSU, Allendale, MI

- Paired with an underprivileged youth in the Grand Rapids area to provide mentorship and engagement in various community activities

SKILLS

- Research and analysis of policies
- Knowledge of basic law and procedures
- Intermediate experience with Microsoft Office (Word, Excel, PowerPoint)

HONORS & AWARDS

- Dean's List: 3 semesters
- I am Grand Valley Award